

CLASS TITLE:**SUPERVISING TRAINER
(SELF-INSURANCE/WORKERS'
COMPENSATION)****Class Code: 02536100****Pay Grade: 26A****EO: B****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To be responsible for supervising the activities related to the responsibilities of the Department to include the complete review of all personnel within the reporting and adjusting section of any Rhode Island Certified Self Insured; to certify such personnel, and to certify on behalf of the Director of the Department and Administrator of the Self-Insurance Unit, any adjusting personnel that may be allowed to handle Rhode Island Workers' Compensation claims for a self-insured under certification by the Department ; to offer complete training in claims procedures and the application of the Workers' Compensation Law as it pertains to the Department of Labor.

SUPERVISION RECEIVED: Works under the detailed supervision of the Administrator of the Unit and the general supervision of the Director Department; considerable latitude for the exercise of independent judgement in carrying out assignments and presenting of classes and curriculum formats is allowed.

SUPERVISION EXERCISED: Supervises and coordinates the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct in-dept classes for proper reporting procedures in Rhode Island Workers' Compensation based on all forms of Workers' Compensation Law that may be effect at any given time for all participants in the Rhode Island Workers' Compensation Act, to include, but not be limited to, adjusters, payroll personnel, insurance company personnel, state employees who participate in the Workers' Compensation process, and related individuals in the Workers' Compensation system.

To certify appropriate personnel upon satisfactory completion of education and training requirements promulgated by the Self-Insurance Unit.

To develop booklets, forms and illustrative examples of how to proceed in the Workers' Compensation system for proper analysis of claims.

To assist in the review and analysis of self-insurance procedures for the Department of Labor, Self-Insurance Unit.

To offer special assistance to the Claims Analysts of the Department in the performance of their duties and in their training for the proper and up-to-date knowledge of the Workers' Compensation Act as it pertain to claims procedures.

To evaluate Self-Insured's in-house program for claims procedures.

To assist the Administrator in the investigation of proper procedures in the modern concept of monitoring Self-Insured entities in Rhode Island.

To conduct surveys and work with the Unit Fiscal Clerk and Hearing Officer, as needed, to prepare data for the Unit.

To assist the Education Unit, when available, with their training.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Rhode Island Workers' Compensation Act and its benefits including past and current rules and regulations, as promulgated by the Department of Labor; the ability to apply such knowledge in the preparation and articulation of training classes and examinations; the ability to communicate with insurance companies, adjusters, risk managers,

attorneys and related experts and personnel involved in Rhode Island Workers' Compensation and Self-Insured of Rhode Island; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, supplemented by at least one year of higher education which included courses in written and oral communication and basic law and completion of at least one course specifically designed for Trainers; and

Experience: Such as may have been gained through: employment as a Claims Analyst in Rhode Island Workers' Compensation and some employment as a Trainer in the workers' compensation or insurance field with the ability to design and prepare curriculum formats and class materials for presentation and examination.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: 2-21-1993

Editorial Review: 3-15-2003